



Section 4: Administrative Policies

4H | Salary Administration Policy

Purpose

The purpose of this policy is to ensure equitable compensation is given to each regular employee, based on the individual employee's position and performance, by establishing the means by which all hourly rates and annual salaries are to be determined.

General Guidelines

Each position within the Library shall be appraised on a routine basis using a standard method of job evaluation and market pricing that evaluates the role and responsibility of each position in a fair and consistent manner. The results of this appraisal will establish an hourly or salary range for all positions, as well as a range minimum, midpoint, and maximum.

Responsibility is given to the Management Team to administer salaries within each department, with final authority in relation to all salary changes, promotions, transfers, performance evaluations, as well as overall administration of this policy, given to the Executive Director.

Starting rates for new hourly employees shall be determined by the Executive Director in conjunction with the Department Manager or hiring manager. Actual starting rates will be reflective of current rates for employees in the same or similar positions, within the same or similar department; and, under normal circumstances, shall not exceed the midpoint of the range for the position.

For exempt salaried employees, the starting salary shall reflect current rates of pay for employees in similar positions in the Library. The Library recognizes, however, that in some instances, starting salaries for exempt employees may go beyond the midpoint of the existing range for the position. The Library further recognizes that salaries for some exempt positions are open to negotiation between the Board of Trustees or Executive Director and the applicant.

Adopted: 4/11/18

Latest Revision: 9/11/19

Previous Revisions/Reviews: 12/8/21

A regular work week shall consist of 37.5 hours for full-time employees. Exempt salaried employees may be required to work longer hours from time to time based on the needs of the Library.

Salary Increases

Salary increases are not automatic; rather, they are based on the supervisor's evaluation of the results achieved by each individual employee in relation to the performance requirements and expectations at each level. If circumstances warrant, salaries may also be increased by the Executive Director's discretion for business reasons.

The amount available for merit increases and the maximum percentage rate allowed, based on the Library's overall financial status, shall be determined by the Board of Trustees annually.

Wage and Salary Laws

Employees covered by the provisions of the federal Fair Labor Standards Act (FLSA) shall be paid for all hours worked, as defined by the Act. The Library shall also abide by all applicable local and state laws in administering wages and salaries.

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